Existing Meter Information (EMI) Form Overview
Sample – proposed changes for ~~10/25/00~~ 11/29/00

The EMI was developed by the ACC ~~p~~Process ~~s~~Standardization ~~w~~Working ~~g~~Group (PSWG) and is subject to change based on future work by the PSWG.

This form will be used by the UDC to communicate existing meter attributes to the designated ESP and MSP. The EMI contains information about the existing meter at the site. For sites that have more than one meter, a separate EMI ~~section~~ will be provided for each meter.

General Information

1. The EMI will be sent within 5 ~~workdays~~ business days of receiving the DASR acceptance notification pending meter exchange.

~~2.~~ Site Meet Required? – A "Yes" value indicates that the UDC must meet the MSP at the site for the installation. The MSP and UDC must mutually agree upon site meet schedule dates and times.

~~3.~~3. Equip Purchase Auth (EPA)(field 15) – A "Yes" value indicates an Equipment Purchase Authorization form will be sent as an attachment to the EMI. The EPA will list equipment related to the site for sale. ~~The EPA must be returned with the Meter Data Communication Request (MDCR) form 5 working days prior to the scheduled work date.~~ The ESP sends the UN-signed EPA form back to the UDC no later than 5 business days before the exchange. This will be considered intent to purchase the equipment or not to purchase.

4. The EMI form will be e-mailed as an Excel worksheet.

5. There are 2 versions of the EMI available for use, they are:
    1. EMI V1 – enter information on each individual form, which will link to a spread sheet **view only** version. Do **not** change any information on the spreadsheet in this version, as the information will not bridge to the individual form.
    2. EMI V1SS – enter information on the spread sheet, which will link to individual **view only** version of the forms. Do **not** change any information on the individual forms in this version, as the information will not bridge to the spreadsheet.

FILE NAMING CONVENTION
EMIYYYYMMDDSENDERRECEIVER--S.xls

EMI	Type of form being sent
YYYY	Year
MM	Month
DD	Day
SENDER	Acronym for market participant sending MDCR
RECEIVER--	Acronym for market participant receiving MDCR
S	Sequence (1, 2, 3, etc.) to support multiple files sent on a single day from the same "Sender" to the same "Receiver"

FILE NAME EXAMPLES:
EMI20000622NWECUC1.XLS   EMI20000622NWECUC2.XLS
EMI20000622TEPAPSES1.XLS   EMI20000622TEPAPSES2.XLS